

EPA Official Record

Mail ID: 8e5e33d1ea694902896ba4f319af9f42

From: Aoyama, Joyce

To: Vaughan, Cory

Delivered Date: 01/28/2014 08:20 PM EST

Subject: RE: Box 7047 and the 1003c Dest Forms

Attachments: In-House Records Destruction Form ETPA-PAU 1003b 1-28-14 .docx [31 KB]; In-House Records Destruction Form ETPA-PAU 1003c 1-28-14 .docx [31 KB]

Cory,

I think we'll have to take the 2011 files out of the 1003c boxes for destruction and add them to 6840. Will they all fit? Please review and let me know. Thanks!

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Vaughan, Cory
Sent: Tuesday, January 28, 2014 4:34 PM
To: Aoyama, Joyce
Subject: RE: Box 7047 - please add this box to the location of the files on your desk.

Joyce!

Box 7047 looks great! I added file #91438 to this box. This is the file Sally was handing me while you and I were on the phone talking about this!

Cory Vaughan

Intern
Office of Ecosystems, Tribal and Public Affairs
Region 10
Phone: 206-553-1798
Vaughan.cory@epa.gov



From: Aoyama, Joyce
Sent: Tuesday, January 28, 2014 3:11 PM

To: Vaughan, Cory

Subject: Box 7047 - please add this box to the location of the files on your desk.

Cory,

I've created a Destruction box for your Grant files that are past retentions 1003b –VE Box # 7047 (I'll send the Dest Form later). This will be a virtual box (I.e. your pile on the desk) since you're going to shred them after Sally and Linda sign off on them.

I have changed:

- Box 1 to 6884
- Box 2 to 6889

So please change the VE Box #s you wrote on the outside of those boxes to match the above. Please let me know if you have questions. Thanks!

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
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